



THE QUICK START GUIDE

TO CIVIL E-FILING

- from accessing the Civil E-Filing website to preparing to file an electronic filing -

★ **By completing the steps below, you will register to use the Civil E-Filing website.**

❶ **Go** to the Civil E-filing website at the web address below:

<https://efiling.clerkofcourt.maricopa.gov>

❷ **Click** on the **Sign In / Register button**, and **Complete** the registration form.

Note: *The question mark icon will provide helpful hints; you can click on it at any time.*

❸ After the registration is completed, **click** on **Register me** (not **Login In**).

❹ To finish the registration process, you must **check** your e-mail account (the account you used on the registration form).

❺ **Click** on the link contained in the email (this will direct you back to the e-filing application site).

❻ **Click** on **Login Now**

❼ **Click** on the **Sign In / Register**, and enter you **Username** and **Password**, then **click** on the **Log Me In** button.

Note: *You are now ready to begin the process of e-filing a document.*

❽ **Click** on the link of the upper left corner titled, **Click to e-File a Document**

Notes:

*For more detailed information on e-filing a document, please refer to pages 3-6 in the **E-Filing Online User's Manual**.*

Only register one time.

- Support Hours: Monday – Friday, 7:00 am – 6:00 pm
- Support Phone: 602-506-2565
- Support Email: efilesupport@cosc.maricopa.gov